

EXPENSES CLAIM

Claim Number

58937

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department		
Daniel Benjamin					Corporate Services		
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
05.10.12			Lunch with Neil Masom (non Exec)				15.05 Y
sub-total				0	0	15.05	
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						15.05	
less cash advances received							
amount claimed for payment						15.05	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							

RECEIVED

10 OCT 2012

010

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

02 OCT 2012

EXPENSES CLAIM

Claim Number

34826

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department		
Daniel Benjamin					Corporate Services		
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
11.09.12	16.00	21.00	Travel Wilmslow - Manchester - Brmahall - Wilmslow	Car	30		13.50 N
				sub-total	30	0	13.50
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						13.50	
less cash advances received							
amount claimed for payment						13.50	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							

* Receipts must be provided for subsistence claims and attached to the back of this form.
 * If no break down is provided please add a brief description of the items consumed. Thank you.

✓
ico.

EXPENSES CLAIM

Claim Number

69524

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO	Department		
Christopher Graham					Chief Executive		
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached #
	Depart	Arrive			STD	PTR	
					45p	25p	E p
			34th International Conference on Data Protection and Privacy				
			Euro expenses				
18/10/12	0700	-	flight from Heathrow				
	-	-	Snack in Paris awaiting flight transfer			€	10.60 Yes ① € ✓
28/10/12	-	-	Meal at Madrid airport (flight re-routed from scheduled Paris return)			€	12.30 Yes ② ✓
29/10/12	-	0900	return to home				
RECEIVED 08 NOV 2012							
sub-total				0	0	22.90	✓
Other incidental expenses (e.g. telephone, postage)							
EXCHANGE RATE :- 1.25 22.90 ÷ 1.25 = 18.32							
total amount claimed						22.90	£18.32
less cash advances received							
amount claimed for payment						22.90	£18.32
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

41978

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job/Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
			34th International Conference on Data Protection and Privacy				
			Argentine peso expenses				
18/10/12	0700	-	flight from Heathrow				
26/10/12	-	-	supper on ferry from Montevideo to Buenos Aires				45.00 Yes
	-	-	Taxi from ferry terminal to hotel	Taxi			160.00 No
	-	-	Hotel to airport	Taxi			200.00 Yes
	-	-	Coffee at airport (flight delayed)				38.00 Yes
	-	-	Meal at airport (flight delayed)				215.00 Yes
29/10/12	-	0900	return to home				
				sub-total	0	0	658.00

Other incidental expenses (e.g. telephone, postage)

total amount claimed	658.00
less cash advances received	
amount claimed for payment	658.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

EXCHANGE RATE ~~159~~ 159 658 159 = £413.84

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.



EXPENSES CLAIM

Claim Number	
---------------------	--

18048

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

All expenses must be claimed in accordance with the Expenses Guide available on ICOM Finance Section			
Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive
Usual mileage to work			

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage			Receipt attached
	Depart	Arrive			STD	PTR	E	p
			34th International Conference on Data Protection and Privacy		45p	25p		
			US dollar expenses					
18/10/12	0700	-	flight from Heathrow					
22/10/12	-	-	Transfer from Montevideo to Punta del Este (not provided by conf)	Taxi			210.00	Yes
	-	-	Share of dinner with [REDACTED]				18.00	No
29/10/12	-	0900	return to home					
RECEIVED								
08 NOV 2012								
				sub-total	0	0	228.00	

08 NOV 2012

08 NOV 2012

Other incidental expenses (e.g. telephone, postage)

			Cash advance: US\$100 difference in cost of hotel rooms (double v single)		
--	--	--	---	--	--

	total amount claimed	228.00	
	less cash advances received	100.00	
	amount claimed for payment	128.00	

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

EXCHANGE RATE $128 \div 1.59 = 80.50$

£ 80.50

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

54713

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department		
Christopher Graham					Chief Executive		
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
				45p	25p	£	p
			Euro Expenses				
24/9/12	1230	-	Train from Brussels airport to city			7.30	Yes
	-	-	Dinner with [REDACTED] - CG share plus tip			19.00	Yes
25/9/12	-	-	Coffee with [REDACTED] Chair of Article 29 Working Party			2.13	No
	-	-	Lunch in European Parliament cafeteria			9.24	Yes
	-	-	Group dinner - CG share			20.00	Yes
26/9/12	-	-	Coffee for group meeting with Article 29 colleagues			8.00	No
	-	-	Lunch in European Parliament cafeteria			8.84	Yes
	-	-	Train from city to Brussels airport			7.60	Yes
	-	2030	Snack at airport waiting for delayed departure			6.30	Yes
				sub-total	0	0	88.41
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						88.41	
less cash advances received						100.00	
amount claimed for payment						-11.59	€

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

€ RATE 1.23 €11.59 ÷ 1.23 = -£9.42

-£9.42

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

68335

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department			
Christopher Graham					Chief Executive			
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR		
					45p	25p	£ p	
11/9/12			Lunch for Glenn Preston (MoJ)				7.55 Yes	
			Return taxi journey from ICO to Wilmslow station via Turing house	Taxi			15.00 Yes	
			Taxi from ICO to Radisson Blu hotel, Manchester	Taxi			30.00 Yes	
			Dinner: lecturer, VIP guest and three ICO staff plus tip				145.00 Yes	
			Non-alcoholic drinks during dinner plus tip				23.65 Yes	
			Accommodation for Turing lecturer at Radisson Blu, Manchester				234.95 Yes	
			Taxi from Altrincham station to Hale after dinner	Taxi			5.00 Yes	
					sub-total	0	0	461.15
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							461.15	
less cash advances received							60.00	
amount claimed for payment							401.15	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.



EXPENSES CLAIM

Claim Number

77932

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department			
Christopher Graham			Chief Executive			
Usual mileage to work						
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.						
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached *	
	Depart	Arrive		STD 45p	PTR 25p	£ p
4/9/12	0715	-	Lunch at Wesley's café - actual expenditure			11.28 No
	-	-	Coffee at Wesley's café - actual expenditure			1.20 No
	-	2300	Tea, sandwich (BLT) and water on train - prices taken from prev claims			6.25 No
10/9/12	1245	-	Snack at Wesley's café			3.80 Yes (1)
	-	2100	Supper on the train			3.00 Yes (2)
RECEIVED 14 SEP 2012						
4-9-12 Over 12 hrs = £15 Total claimed actual = £18.73 & No receipt OK Level 23 memo						
sub-total				0	0	25.53
Other (e, postage)				2008		
Amount				2008		
total amount claimed						25.53
less cash advances received						
amount claimed for payment						25.53
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.						

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

01 OCT 2012

ico.

EXPENSES CLAIM

Claim Number

68912

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section									
Name			Job Level	Payroll NO.		Department			
Christopher Graham						Chief Executive			
Usual mileage to work									
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.									
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *		
	Depart	Arrive			STD	PTR			
					45p	25p	£	p	
24/9/12	1230	-	Taxi from ICO to airport for CG and [REDACTED]	Taxi			15.00	Yes	
26/9/12	-	2030	Taxi from airport to home	Taxi			15.00	Yes	
				sub-total	0	0	30.00		
Other incidental expenses (e.g. telephone, postage)									
							total amount claimed	30.00	
							less cash advances received		
							amount claimed for payment	30.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.									

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

RECEIVED

25 SEP 2012

ico.

EXPENSES CLAIM

Claim Number

44082

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department		
Christopher Graham					Chief Executive		
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
14/9/12	0630	1915	Train from Hale to Stockport for journey to London	Train			2.40 Yes
18/9/12	1230	-	Taxi from ICO to Manchester airport	Taxi			16.00 Yes
18/9/12	-	-	Commission for Euro currency purchase				4.99 Yes
19/9/12	-	1500	Taxi from Manchester airport to home	Taxi			15.00 Yes
20/9/12	0630	1515	Snack after meeting in London				4.30 Yes
				sub-total	0	0	42.69
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						42.69	
less cash advances received							
amount claimed for payment						42.69	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

78252

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department		
Christopher Graham					Chief Executive		
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD 45p	PTR 25p	
EURO EXPENSES							
18/9/12	1230	-	Taxi from Brussels airport to restaurant - MEP meeting	Taxi			45.00 Yes
19/9/12	-	-	Breakfast - Euros 4.50 plus 50 cent tip				5.00 Yes
19/9/12	-	1500	Train ticket from central Brussels to airport	Train			10.60 Yes
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> RECEIVED 21 SEP 2012 </div>							
				sub-total	0	0	60.60
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						60.60	EUROS
less cash advances received							
amount claimed for payment						60.60	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
<div style="display: flex; justify-content: space-between;"> €60.60 @ 1.259 £48.13 </div>							

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

64170

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

[illegible]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Simon D C Entwisle	█		Executive

Date	Time		Full details of journey and charges	Mode of travel	Car mileage		£	p	Receipt attached
	Depart	Arrive			STD 45p	PTR 25p			
27.09.12	0600	0640	█ to Stockport Station	car			none claimed		
27.09.12	0650		Stockport to London Euston, meeting with DCMS am and PHSO pm	rail			none claimed		
27.09.12		2150	return journey London Euston to Stockport to █	rail/car			none claimed		
27.09.12			Expenses claimed: £2.20				2.20	✓1	✓
27.09.12			Expenses claimed: £11.70 (claiming also for █)				11.70	✓2	✓
27.09.12			Taxi PHSO to London Euston - train 8.00pm pre-booked (not enough time to take tube journey)	taxi			13.00	✓3	✓
01.10.12	0530	0930	█ to Media City and then to ICO - deducted normal home to ICO journey	car	8.6		3.87		✓
10.10.12	0600		█ to Stockport Station/return	car			none claimed		
		1940	Stockport to Cardiff/return	rail			pre-paid		
			Expenses claimed				13.45	✓4	✓
			Parking at Stockport				4.00	✓5	✓
			sub-total		8.6	0	48.22		✓

Other incidental expenses (e.g. telephone, postage)

total amount claimed **48.22**
less advances received

amount claimed for payment **48.22**

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

RECEIVED

04 OCT 2012

ico.

EXPENSES CLAIM

Claim Number

20913

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
DASMITA			DP Exec.

Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
30/4/12	17.15		Office - Media City (BBC interview)	Car	20		£9-00
		19.30	Media City - Home	Car	14		£6-30
			Car Park				£2-50
2/5	07.20		Home - Stockport stn	Taxi			£6-00
			Stockport - London	Train			
			Exeter - Charing X	Tube			£2-00
			(Tech Ref Panel)				
			Charing X - London City Airport	Tube/DLR			£2-60
	15.00		London - Luxembourg	Plane			
sub-total					0	0	0-00

Other incidental expenses (e.g. telephone, postage)

144.54
 EUR 172.00 ÷ 1.19 EUR/£1 = 147.06
 total amount claimed + EUR 240.84
 less cash advances received EUR 200.00
 EUR 150.00
 amount claimed for payment 0.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

£240.84 ✓
 + EUR 172.00 ✓
 £387.90

£144.3
 2700
 Smit

Receipts must be provided for subsistence claims. Please attach to the back of this form.



EXPENSES CLAIM

Claim Number

20913

55574

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department			
DASMITH						
Usual mileage to work						
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.						
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached	
	Depart	Arrive		STD 45p	PTR 25p	E p
2/5			Luxembourg Airport - Hotel	Taxi		EUR 28.00 ✓
3/5			(European Spring Conf)			
4/5			Luxembourg - Mandelieu	Plane		
		23.45	Mandelieu Airport - Home	Taxi		£21.00 ✓
			Subsistence UK			£1.99 ✓
			Subsistence Luxembourg			
			2 x 24hrs less 2 x 6 hrs, 2 x lunch, 1 x dinner + over 5hrs			EUR 106.50 ✓
8/5	18.15		Office - Airport	Taxi		£15.00 ✓
			Mandelieu - Paris	Plane		
			sub-total	0	0	0.00
Other incidental expenses (e.g. telephone, postage)						£37.45 EUR 134.50
total amount claimed						0.00
less cash advances received						
amount claimed for payment						0.00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.						
DECLARATION						
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.						
Signed		Date				
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)						
Name of manager		Job Level				
Signed		Date				
FOR FINANCE USE						
Paid stamp		Additions checked		Budget Code		
				Budget Holder		
		Authorised by the Finance Manager		Individual		
				Consuming CC		

* Receipts must be provided for subsistence claims. Please attach to the back of this form.



EXPENSES CLAIM

Claim Number

20913

63986

3

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department			
D A S M I T H						
Usual mileage to work						
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.						
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached *	
	Depart	Arrive		STD 45p	PTR 25p	E p
8/5			C de G A'port - La Muelle	Train/Metro		EUR 9-25 ✓
9-10/5			(OECD WPISP + Health Con)			
11/5			La Muelle - C de G A'port	Metro/Train		EUR 9-25 ✓
			Manchester → Paris	Plane		
	17.30		M'dart airport - Home	Taxi		£18-50 ✓
			Subsistence 3x residual			EUR 267-00 ✓
			less 3x 16' fast			
15/5	06.30		Home - station	Taxi		£6-00 ✓
			Stockport - London	Train	WK	
			Euston - Kennington	Tube		£2-00 ✓
			(Meeting with ACPO)	sub-total	0	0 0-00
Other incidental expenses (e.g. telephone, postage)						£26-50 ✓ EUR 285-50 ✓
total amount claimed						0.00
less cash advances received						
amount claimed for payment						0.00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.						
DECLARATION						
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.						
Signed				Date		
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)						
Name of manager				Job Level		
Signed				Date		
FOR FINANCE/USE						
Paid stamp		Additions checked		Budget Code		
				Budget Holder		
		Authorised by the Finance Manager		Individual		
				Consuming CC		

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

EXPENSES CLAIM

Claim Number

20913

52379

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department			
D A Smith								
Usual mileage to work								
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached*	
	Depart	Arrive			STD 45p	PTR 25p		£
15/5			Kennington - Bank.	Tube			£2.00	✓
			(Adventurer Mtg)					
			Bank - Kings X	Tube			£2.00	✓
			Leeds - Edinburgh	Train				
16/5			OK/US Business, hang from RBS H/Q - A part	Taxi				
			Edinburgh - Manchester	Plane				
		18.30	Manchester airport - Home	Taxi			£19.50	✓
			Subsistence				£26.40	✓
18/5	06.45		Wilmslow - Leeds	Train				
			Leeds - Temple	Tube			£2.00	✓
			(Cook's press briefing)	sub-total	0	0	0.00	✓
Other incidental expenses (e.g. telephone, postage)							£51.90	✓
total amount claimed							0.00	
less cash advances received								
amount claimed for payment							0.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
DECLARATION								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.								
Signed			Date					
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)								
Name of manager			Job Level					
Signed			Date					
FOR FINANCE USE								
Paid stamp			Additions checked			Budget Code		
						Budget Holder		
			Authorised by the Finance Manager			Individual		
						Consuming CC		

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

EXPENSES CLAIM

Claim Number

20913

20242

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department				
DASMITH							
Usual mileage to work							
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.							
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached		
	Depart	Arrive		STD 45p	PTR 25p	£ p	
18/5			Temple - Euston	Tube	WL	£2.00	✓
		13.50	London - Wilmslow	Train			
			Subintone		WL	£5.00	✓
21/5	11.15		Office - Airport	Taxi		£15.00	✓
			Mandates - Frankfurt	Plane			
			Frankfurt airport - Koningsden	Taxi		EUR 48.00	✓
22/5			(From en processing law)				
23/5			Koningsden - Airport	Taxi (with Peter Hunt)		EUR 54.00	✓
		19.15	Frankfurt - Mandates	Plane			
			Airport - Home	Taxi		£17.00	✓
sub-total				0	0	0.00	
Other incidental expenses (e.g. telephone, postage)						£39.00	✓
						EUR 102.00	✓
total amount claimed						0.00	
less cash advances received							
amount claimed for payment						0.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							
Signed				Date			
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)							
Name of manager				Job Level			
Signed				Date			
FOR FINANCE USE							
Paid stamp		Additions checked		Budget Code			
				Budget Holder			
		Authorised by the Finance Manager		Individual			
				Consuming CC			

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

EXPENSES CLAIM

Claim Number

20913

82878

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department				
D A SMITH								
Usual mileage to work								
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached	
	Depart	Arrive			STD	PTR		
					45p	25p	£	
23/5			Subsistence				£8.00	✓
28/5	16.30		Office - Airport	Car	2		£0.90	✓
			Manchester - Gatwick	Plane				
			Gatwick - Brighton	Train				
29/5			(Info Records See Conf)					
			Brighton - Gatwick	Train				
			Gatwick - Manchester	Plane				
			Airport - Home	Car	2		£0.90	✓
		18.15	Airport Car Park				£40.00	✓
							£49.80	✓
sub-total					0	0	0.00	
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							0.00	
less cash advances received								
amount claimed for payment							0.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
DECLARATION								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.								
Signed				Date				
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)								
Name of manager				Job Level				
Signed				Date				
FOR FINANCE USE								
Paid stamp		Additions checked			Budget Code			
					Budget Holder			
		Authorised by the Finance Manager			Individual			
					Consuming CC			

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

EXPENSES CLAIM

Claim Number

20913

87004

7

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
D A Smith							
Usual mileage to work							
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
24/5	11.50		Wilmshurst - Esher	Train			
			Esher - St James Pl	Tube			£2.00 ✓
			(Fossil conference)				
			St James Pl - Esher	"			£2.00 ✓
		19.50	Esher - Wilmshurst				£2.00 ✓
		19.50	Subsistence				£3.29 ✓
/							
							£2.29 ✓
sub-total					0	0	0.00
Other incidental expenses (e.g. telephone, postage)							
total amount claimed							0.00
less cash advances received							
amount claimed for payment							0.00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							
Signed				Date			
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)							
Name of manager				Job Level			
Signed				Date			
FOR FINANCE USE							
Paid stamp		Additions checked			Budget Code		
					Budget Holder		
		Authorised by the Finance Manager			Individual		
					Consuming CC		

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

ico.
International Commission of Officers

04 OCT 2012
EXPENSES CLAIM

Claim Number
90025

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO	Department				
D.A. SMITH			DP Exec				
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time	Full details of journey and charges	Mode of travel	Car mileage	Receipt attached		
	Depart	Arrive		STD 45p	PTR 25p	E p	
30/5/12	12.35		Office - Airport	Car	2	£0-90	✓
			Manchester - Brussels	Plane			
			Brussels Airport - Schuman	Bus		EUR 3-50	✓
31/5/12			(CIPL Accountability Mtg)				
			Schuman - Gare Cent	Metro			
			Gare Cent - Airport	Train		EUR 5-40	✓
			Brussels - Manchester	Plane			
		21.45	Airport - Home	Car	2	£0-90	✓
			Airport Car Park			£40-00	✓
			Hotel - paid except breakfast			EUR 6-00	✓
			Submarine - 24 hrs + over shoes			EUR 38-00	✓
			less 1x hotel, 1x dinner	sub-total	0	0	0-00
Other incidental expenses (e.g. telephone, postage)						£41-80	✓
						EUR 52-90	✓
							✓
							✓
total amount claimed						£205-03	✓
less cash advances received						0-00	
amount claimed for payment						£205-03	✓
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.						EUR 216-35	✓
						£384-84	✓

£126
2707
E
Smith

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

90025

2

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level		Payroll NO.		Department	
DASMITH							
Usual mileage to work.							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time	Full details of journey and charges	Mode of travel	Car mileage		Receipt attached	
	Depart	Arrive		STD	BTR	E	p
1/6/12		Office → Granada TV → Media City → Home	Car	35		£15-75	
		Car park				£1-50	✓
5/6/12	16.30	Home - Airport	Taxi			£11-00	✓
		Manchester - Brussels	Plane				
		Brussels Airport - Gare Cent	Trein			EUR 5-40	✓
		Gare Cent - De Broekere	Metro				
6/6/12		De Broekere - Schuman	"				
		(Ant-29 WP)					
		Schuman - De Broekere	" (+ rail for 6.55)				
sub-total				0	0	0-00	
Other incidental expenses (e.g. telephone, postage)						£28-25	✓
						EUR 5-40	✓
total amount claimed						0-00	
less cash advances received							
amount claimed for payment						0-00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							
Signed				Date			
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)							
Name of manager				Job Level			
Signed				Date			
FOR FINANCE USE							
Paid stamp		Additions checked		Budget Code			
				Budget Holder			
		Authorised by the Finance Manager		Individual			
				Consuming CC			

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

90025

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department		
D A Smith					
Usual mileage to work					
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.					
Date	Time	Full details of journey and charges	Mode of travel	Car mileage STD PTR	Receipt attached
	Depart	Arrive		45p 25p £ p	
7/6/12		De Borchere - Schuman (Art 29 WP)	Metro		
		Schuman - Airport	Bus		EUR 3-50 ✓
		Brussels - Maelbeek	Plane		
	18:45	Maelbeek - Home	Taxi		£24-00 ✓
		2 x breakfast (not in hotel bill)			EUR 10-55 ✓
		Subscriptions 2 x 24 hr			EUR 144-00
12/6/12	07:00	Home - Stockport station	Car		
		Stockport - Oxford	Train		
		Oxford Sta - College	Taxi		WV £8-00 ✓
		(Printing & photocopy expenses removed)	sub-total	0 0 0-00	
Other incidental expenses (e.g. telephone, postage)					£32-00 EUR 158-05
total amount claimed				0.00	
less cash advances received					
amount claimed for payment				0.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.					
DECLARATION					
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.					
Signed		Date			
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)					
Name of manager		Job Level			
Signed		Date			
FOR FINANCE USE					
Paid stamp	Additions checked	Budget Code			
		Budget Holder			
	Authorised by the Finance Manager	Individual			
		Consuming CC			

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

90025

(4)

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name DA SMITH		Job Level	Payroll NO.	Department	
Usual mileage to work					
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.					
Date	Time	Full details of journey and charges	Mode of travel	Car mileage STD 45p PTR 25p	Receipt attached
12/6		College - Oxford Street	Taxi		£8.00 ✓
		Oxford - Stockport	Train		
	21:50	Stockport station - Home	Car		
	21	Station Car Park			£10.00 ✓
		Subsistence			£5.90 ✓
3/7	07.10	Home - Stockport station	Taxi		£6.00 ✓
		Stockport - Cambridge	Train		
		Cambridge station - College	Taxi		£9.00 ✓
		(PL&B Conference)			
4/7		College - Cambridge station	Taxi		£9.50 ✓
sub-total				0	0
					£49.40 ✓
Other incidental expenses (e.g. telephone, postage)					
total amount claimed					0.00
less cash advances received					
amount claimed for payment					0.00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.					
DECLARATION					
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.					
Signed			Date		
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)					
Name of manager			Job Level		
Signed			Date		
FOR FINANCE USE					
Paid stamp		Additions checked		Budget Code	
				Budget Holder	
		Authorised by the Finance Manager		Individual	
				Consuming CC	

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

90025

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level		Payroll NO.		Department	
D A SMITH							
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time	Full details of journey and charges	Mode of travel	Car mileage	Receipt attached		
Depart	Arrive			STD	PTR	£	p
4/7		Cambridge - Stockport	Train	45p	25p		
	21.00	Stockport - Home	Taxi			£7.50	✓
		Subsistence				£2.20	✓
14/7	06.30	Home - Stockport - Home	Car				
		Stockport - London	Train				
		Euston - St James Ph	Tube			£2.00	✓
		(Mtg with Mo J & Mo J Haines)					
		St James Ph - Euston	"			£2.00	✓
		London - Stockport	Train				
	17.30	Stockport - Home	Car				
sub-total				0	0	0.00	
Other incidental expenses (e.g. telephone, postage)						£13.70	
total amount claimed						0.00	
less cash advances received							
amount claimed for payment						0.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							
Signed				Date			
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)							
Name of manager				Job Level			
Signed				Date			
FOR FINANCE USE							
Paid stamp		Additions checked		Budget Code			
				Budget Holder			
		Authorised by the Finance Manager		Individual			
				Consuming CC			

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

90025

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name DA SMITH			Job Level	Payroll NO.	Department		
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	
19/7			State car park				✓
			Subsistence			£10-00	✓
						£5-74	✓
4/9	06.50		Home - Stochport str	Car			
			Stochport - London	Train			
			Exeter - Wexham	Tube		£2-00	✓
			(Justice Comm / Home Office)				
			Victoria - S. Ken	Tube		£2-00	✓
			(Mtg with research / my cell)				
			S. Ken - Exeter	"		£2-00	✓
			London - Stochport	Train			
sub-total					0	0	£21-74
Other incidental expenses (e.g. telephone, postage)							
total amount claimed							0.00
less cash advances received							
amount claimed for payment							0.00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							
Signed				Date			
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)							
Name of manager				Job Level			
Signed				Date			
FOR FINANCE USE							
Paid stamp		Additions checked			Budget Code		
					Budget Holder		
		Authorised by the Finance Manager			Individual		
					Consuming CC		

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

90025

7

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level		Payroll NO		Department	
DA SMITH							
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
4/9		19.30	Stockport station - Home	Car			
			Station car park				Wk £10.00 ✓
			Subsistence				£7.14 ✓
/							
sub-total				0	0	0.00	
Other incidental expenses (e.g. telephone, postage)							£17.14 ✓
total amount claimed						0.00	
less cash advances received							
amount claimed for payment						0.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							
Signed				Date			
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)							
Name of manager				Job Level			
Signed				Date			
FOR FINANCE USE							
Paid stamp		Additions checked			Budget Code		
					Budget Holder		
		Authorised by the Finance Manager			Individual		
					Consuming CC		

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

21230

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
DA SMITH				DP Exec.			
Usual mileage to work							
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.							
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD 45p	PTR 25p	
27/3/12	10.30		Home - Stockport stn	Left from my wife			
			Stockport - London	Train			
			Euston - Westminster	Tube			2-00 ✓
			(Mtg - Home Office / MoJ)				
			St James Pl - Chancery Ln	"			2-00 ✓
			(Hotel provided by Taylor Wessing - subsistence on IC card)				
28/3			Chancery Ln - Tower Hill	Taxi - paid for			
			(ICO conference)				
29/3			Tower Hill - Euston	Tube			2-00 ✓
			London - Stockport	Train			6-00
sub-total					0	0	0-00
Other incidental expenses (e.g. telephone, postage)							
total amount claimed							61-85
less cash advances received							0-00
amount claimed for payment							61-85
							8-00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							



EXPENSES CLAIM

Claim Number

21230

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department				
DA SMITH							
Usual mileage to work							
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.							
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	E p
29/3		19.00	Stockport station - Home (Hotel paid on ICO card)	Taxi			8-00 ✓
18/4	10.50		Wilmslow - London Euston - London Bridge (On-line and receipts)	Train			2-00 ✓
			Blackfriars - Earsfield	"			2-00 ✓
			Subsistence (evening meal on office card)				4-95 ✓
19/4			Earsfield - (arriving Wharf) (Meets with Reuters)	Tube			2-00 ✓
							14-95
sub-total					0	0	0-00
Other incidental expenses (e.g. telephone, postage)							
total amount claimed							0.00
less cash advances received							
amount claimed for payment							0.00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							
Signed				Date			
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)							
Name of manager				Job Level			
Signed				Date			
FOR FINANCE USE							
Paid stamp		Additions checked			Budget Code		
					Budget Holder		
		Authorised by the Finance Manager			Individual		
					Consuming CC		

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

EXPENSES CLAIM

Claim Number

21230

~~26984~~

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
D A SMITH							
Usual mileage to work							
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	E p
19/4			Canary Wharf - Temple (Surveillance room at LSE)	Tube - 150			
			Holborn - King X	Tube			2-00 ✓
			King X - Cambridge	Train			
			Cambridge station - college	Taxi			6-00 ✓ ✓
			Subsistence dinner				9-95 ✓ ✓
20/4			(Law school dinner)				
			Law school - station	Taxi			7-50 ✓ ✓
			Cambridge - Stockport	Train			
		22.00	Stockport station - Home	Taxi			7-50 ✓ ✓
			Breakfast at Port Coll - Accom provided by Law School				3-95 ✓ ✓
			sub-total		0	0	0-00
					36-90		
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						0.00	
less cash advances received							
amount claimed for payment						0.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							
Signed				Date			
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)							
Name of manager				Job Level			
Signed				Date			
FOR FINANCE USE							
Paid stamp		Additions checked			Budget Code		
					Budget Holder		
		Authorised by the Finance Manager			Individual		
					Consuming CC		

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

RECEIVED
03 OCT 2012
EXPENSES CLAIM



7308

All expenses MUST be claimed in accordance with the Expenses Guide available on the Stan Intranet Finance Section									
Name			Job Level		Payroll Number		Department		
ENID ROWLANDS.			MED.						
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		£	p	Receipts attached
	Depart	Arrive			STD 40p	PTR 25p			
29/10/12	8.30	11.30	[redacted] to Euston	Tube			2.70		3
			Euston - Wilmslow	Train			62.50		1
			Wilmslow - Euston	Train			71.20		2
			Euston - [redacted]	Tube			2.00		3
							7.49		4
					sub-total	0	0	138.40	
Other incidental expenses (e.g. telephone, postage)								£145.89	
total amount claimed								145.89	
less advances received									
amount claimed for payment								145.89	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.									



Claim Number

7308

Name	Job Level	Payroll Number	Department
END ROWLAND	NE1		COMMISSION

[illegible]

Other incidental expenses (e.g. telephone, postage)

[illegible]

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative), about the standard of the accommodation.